

Job Description
Missouri State Highway Patrol

Class Title: Driver Examiner II

Title Code: 7612

Effective Date: 04/05/96

Date Reviewed: 1/12/06 hrd

Date Revised: 1/12/06 hrd

Immediate Supervisor: Driver Examiner Supervisor

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: Normal working hours are 8:00 a.m. to 12:00 noon and from 1:00 p.m. until 5:00 p.m., Monday through Friday; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this position is responsible for conducting a variety of driver license examinations to determine the eligibility of individual applicants for licensure. Also, an employee in this position may be assigned or transferred from one examination or CDL test site to another as needed within a troop. The employee interacts with the public on a daily basis reference all facets of the driver examination process. Work is performed under general supervision.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all the tasks, which may be found in positions of this class.)

Administers written, visual, and oral examinations for all classes of drivers' licenses; operates equipment relative to conducting the examinations, which may include commercial drivers' license testing.

Grades examination papers and determines whether test results meet licensure requirements.

Prepares and submits various reports; maintains records and files of applicants for licenses and instruction permits.

Administers road examinations to applicants for all classes of drivers' licenses; explains improper actions to applicants during the examination and codes applications according to examination results. Road examinations require the examiner to ride in all types of vehicles including, but not limited to, tractor-trailers, large trucks, buses, vans, cars, etc.

Conducts off-street testing; observes and evaluates applicants performing pretrip inspections, basic control maneuvers, and motorcycle skills tests; classifies drivers by the type of vehicle they will be operating when administering pretrip, basic control, and road examinations.

Audits and certifies third party testers; evaluates the performance of third party testers and their testing sites to ensure performance, testing premises, and equipment meet requirements and regulations.

Answers inquiries via phone, in person, and through written correspondence regarding the license application procedure, the Commercial Driver License Program, Missouri licensing regulations, etc.; counsels applicants concerning examination study or reason for examination failure.

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Interacts with the public on a daily basis reference all facets of the driver examination process.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the methods and procedures used in administering driver license examinations.

Knowledge of the laws, rules, and regulations pertaining to examinations for motor vehicle operators and the Commercial Driver License Program.

Ability to maintain the highest level of integrity in testing license and permit applicants.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to verbally answer inquiries and explain testing procedures to applicants applying for licensure.

Ability to operate basic office machines and vision testing equipment.

Ability to maintain various records and files.

Ability to establish and maintain harmonious working relations with others.

Ability to work independently with general supervision.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to work indoors or outdoors in inclement weather for extended periods of time.

Ability to exercise diplomacy and patience in dealing with the public.

Ability to enter and exit vehicles including large trucks and buses to conduct CDL or other examination road tests.

Ability to provide own transportation to and from various testing sights during normally scheduled working hours.

Ability to operate a motor vehicle in accordance with Missouri State Highway Patrol policy and State of Missouri statutes, to include any Patrol assigned vehicle with the responsibility for its upkeep and basic maintenance.

Ability to set up testing site and operate testing equipment.

Ability to work with material that may be of a sexual nature relating to criminal activity (i.e., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess at least 6 months experience as a Driver Examiner I with the Missouri State Highway Patrol.

Must be a high school graduate or possess a GED.

NECESSARY SPECIAL REQUIREMENTS

Must never been convicted of a felony or any crime involving moral turpitude or have any indictment or information pending for any offense involving moral turpitude.

Must be at least twenty-one years of age at the time of employment.

Must possess and maintain a valid driver's license.

Driver Examiners assigned to administer the CDL Skills test must successfully complete the Commercial Driver License Examiner Training Course as soon as possible.

Pursuant to General Order 26-04-370, uniformed civilian employees hired after January 25, 1995, will not have brands or tattoos that a reasonable person would find offensive, such as brands or tattoos depicting or supporting criminal behavior, drug usage, nudity, profanity, promiscuity, subversive groups, bigotry, etc. Applicants will no longer be hired for uniform civilian positions if they have any brands or tattoos on the head, neck, hands, below the upper six-inch portion of the arms, or any other part of the body which would be visible while in uniform.

Driver Examiners assigned to a traveling crew may be required to furnish a vehicle to transport the Examination Team and all required equipment. The state mileage rate will be used to reimburse employees for expenses incurred in performing job-related travel.